

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☒ UNCLASSIFIED

Agency
Number

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0170441	10. Budget Program Number 22111	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Public Service Executive II	
3. Division Family Services			12. Proposed Class Title	
4. Section CSS Administration	For Use By Personnel Office	13. Allocation		
5. Unit CSS		14. Effective Date		
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved	
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. %		16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM			17. Audit Date: By: Date: By:	

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

This position serves as a subject matter expert in Child Support Services.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name Trisha Thomas

Title Director Position Number K0207897

Who evaluates the work of an incumbent in this position?

Name Trisha Thomas

Title Director

Position Number K0207897

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position is responsible for managing or directing one or more programs to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Management and program knowledge are critical in this position.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
1 50%		Plans, organizes and directs activities of child support program(s) having multiple sub-programs and or diverse activities; formulates policies, and interprets and directs the application of policies and guidelines; ensures work performed is in compliance with agency policies as well as state and federal law.
2 40%		Confers with agency staff to explain, interpret and discuss child support programs, laws, rules, regulations, policies and directives; establishes goals and finalizes plans; determines adequacy of services; resolves special problems. Interfaces with information resource management to gather data, study processes, and identify problems and to utilize technological analytical tools for the purpose of formulating solutions.
3 10%		Promotes awareness of total quality management practices including a commitment to bring about positive child support change through the use of processes, tools, education, recognition, and communication; fosters teamwork using a disciplined problem solving and decision making approach.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - (X) Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

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23. Which statement best describes the results of error in action or decision of this employee?
- () Minimal property damage, minor injury, minor disruption of the flow of work.
 - (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
 - () Major program failure, major property loss, or serious injury or incapacitation.
 - () Loss of life, disruption of operations of a major agency.
- Please give examples.

Failure to perform the essential functions of this position may cause multi-million dollar federal fiscal sanctions, potential lawsuits, and may result in severe financial loss to the State of Kansas. Program and policy planning impacts the lives of over 100,000 Kansas families.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contacts will be made with CSS Administration, SMEs, IT Technical staff, contracted technical staff, CSS field staff, as well as various DCF divisions and public entities.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal office environment

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Personal Computer, Printer, telephone, calculator and
Fax machine, copier, scanner

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education or Training - special or professional
Undergraduate degree or four years child support related experience as alternative

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience - length in years and kind

Four years working in Child Support or related field

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date